DEPARTMENT OF GENERAL SERVICES STATE RECORDS CENTER

SCHEDULE NUMBER 2101

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

OFFICE OF HEALTH SERVICES

HEALTHCHOICE AND ACUTE CARE ADMINISTRATION

DIVISION OF HEALTH CHOICE MANAGEMENT

Item No.	Record Series Description	Retention
1.	<u>Division Management Files:</u> This series includes general correspondence, reports, budgets, timesheets, etc.	Retain in office three years or until audited, then send to records center for two (2) years, then destroy.
2.	Program Management Files: This series includes programmatic data, policy formulation, and records regarding managed care organizations (MCO's) and other created programspecific files. A. MCO Applications B. Provider Contracts C. Policy Instruction Statements (PIS), MCO Rates	Screen active files annually, removing information which is superseded, inactive, or no longer needed. Retain inactive files in office for five (5) years or until audited, then send to State Records Center for five (5) years, then destroy.

DATE:	1825/00 L
SIGNATURE	Malie Gold

NAME/TITLE: Rosalie Koslof, Chief

APPROVED BY: (Agency Official)

Division of HealthChoice Management

AUTHORIZED BY: (State Archivist)

DATE:

SEP 2 8 2000

SIGNATURE:

NAME/TITLE: Edward C. Papenfuse, Jr., State Archivist

MSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD MITH RECORDS RETENTION SCHEDULE [DGS 550-1]	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page				
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DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.						
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